



**State  
Police**

**KATHY HOCHUL**  
Governor

**STEVEN A. NIGRELLI**  
Acting Superintendent

**POSTING DATE: 05/26/2023**

**APPLICATION DUE BY: 06/10/2023**

**Title:** Communications Specialist 2 (State Police) – 31 Vacancies  
Starting Salary: \$53,262.00

**Location:** Various

**Salary Grade:** 14

**Employment Type:** Full-Time

**Work Days:** Various

Communications Specialists (State Police) provide twenty-four hour a day, seven-day a week communications services to sworn police members and other non-sworn public safety personnel and provide telephone answering/complaint service to the general public. The Communications Specialist 2 (State Police) position performs supervisory oversight to the Communications Specialists in their dispatch point. They are responsible for creating dispatch schedules, training new employees, and administering performance programs. These positions are located at various New York State Police dispatch areas throughout the State.

**DUTIES:**

- Directs staff in the operation of communications systems and equipment.
- Monitors Emergency Medical Dispatch certification status and continuing education progress of staff.
- Reviews tape recordings for quality assurance.
- Ensures technology outage plans (radio, telephone, network and equipment trouble) for dispatch and non-dispatch locations within the Troop are updated.
- Reviews radio logs or computerized radio log entries to ensure that radio checks are being conducted.
- Assists Troop communications supervisor with any matters necessary for the operation and effectiveness of dispatch functions.
- Implements and tracks testing procedures for communications devices.
- Maintains and prepares logs for communications devices.

### **MINIMUM QUALIFICATIONS:**

- Non-Competitive: High school graduation or possession of a high school equivalency diploma and three years of experience as a Dispatcher, including Emergency Medical Dispatch and Basic Communicator certifications

OR

- Promotion: One year of service as a Communications Specialist (State Police).

Resumes will be evaluated to determine whether candidates will proceed to the interview phase of the process.

This position does not require that the candidate has taken and passed a NYS Civil Service examination, or currently holds a qualifying position within the NYS Civil Service System. This position will be filled through a resume review and interview process.

### **LOCATIONS:**

Troop A Headquarters – 2 Vacancies  
4525 West Saile Drive  
Batavia, New York 14020  
Genesee County

Troop B, Zone 3, SP Lewis – 2 Vacancies  
702 Stowersville Road  
Lewis, New York 12950  
Essex County

Troop C Headquarters – 3 Vacancies  
823 State Route 7  
Unadilla, New York 13849  
Delaware County

Troop D Headquarters – 3 Vacancies  
261 Genesee Street  
Oneida, New York 13421  
Madison County

Troop E Headquarters – 2 Vacancies  
1569 Rochester Road  
Farmington, New York 14425  
Ontario County

Troop F Headquarters – 3 Vacancies  
55 Crystal Run Road  
Middletown, New York 10941  
Orange County

Troop G Headquarters – 4 Vacancies  
760 Troy Schenectady Road  
Latham, New York 12110  
Albany County

Hudson Valley Traffic Management Center – 3 Vacancies  
200 Bradhurst Avenue  
Hawthorne, New York 10532  
Westchester County

Troop K Headquarters – 3 Vacancies  
2541 Route 44  
Salt Point, New York 12578  
Dutchess County

Troop L Headquarters – 3 Vacancies  
7140 Republic Airport  
East Farmingdale, New York 11735  
Suffolk County

Troop NYC Headquarters – 2 Vacancies  
36 Thomas Street  
New York, New York 10007  
New York County

**HOW TO APPLY:**

Kindly send a letter of intent and complete resume to:

**Email:** [personnelresumes@troopers.ny.gov](mailto:personnelresumes@troopers.ny.gov)

**Place in the Subject line:** *Attention: Non-Sworn Hiring Unit*